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**VIDEO SURVEILLANCE PRIVACY POLICY****EFFECTIVE DECEMBER 12, 2024**

In accordance with the Bylaws of Condominium Corporation No. 0513297 the Board of Directors has passed the following policy:

**Introduction**

This Privacy Policy outlines the guidelines and procedures for the use of video surveillance within 3111 Varsity Condominium building (hereinafter referred to as 3111 Varsity) to ensure the safety and security of our residents, visitors, and property. The Board of Directors is committed to protecting the privacy of individuals and complying with all applicable laws regarding video surveillance.

**Rationale and Purpose of the Surveillance System**

In the interest of the safety and security of 3111 Varsity and all who enter, video surveillance cameras are located in numerous areas of the building. These areas include but are not limited to the front door entrance, the ramp entrance, the loading dock, garbage room, exercise room, elevator lobbies, and parkade areas. Video surveillance is required because:

- These areas are readily accessible by all owners, residents, visitors, tradespeople, delivery personnel, etc.
- These areas are unsupervised and beyond the normal sightlines of the building or property manager.
- 24 Hour staffing of these areas would be prohibitively expensive and impractical.
- There have been acts of theft, vandalism, and mischief in these areas.

This policy is in force to deter endangerment of owners, residents, visitors, tradespeople, and other members of the public; prevent theft, vandalism, and mischief in unsupervised areas; and identify individuals involved in such activity for law enforcement and 3111 Varsity Condominium By-law enforcement purposes.

3111 Varsity recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and 3111 Varsity's duty to promote a safe environment for owners, residents, visitors, tradespeople, delivery personnel, and visitors, and to protect 3111 Varsity and the owners' property.

This policy has been developed to comply with:

- Alberta's Freedom of Information and Protection of Privacy (FOIP) Act.
- Alberta's Personal Information Protection Act (PIPA).
- Canada's Personal Information Protection and Electronic Documents Act (PIPEDA).

## The Surveillance System

3111 Varsity will use Digital Video Recorders (DVR) in its video system. The system does not have any of the following special capabilities: sound, zoom, facial recognition, or night vision features.

Signage has been posted at all entrances that surveillance cameras are in use and around the 3111 Varsity Condo building.

Currently, 16 surveillance cameras are located as follows:

- Front exterior entrance door: field of vision: front parking lot, driveway areas.
- Ramp parkade overhead door: field of vision: ramp driveway area.
- Main lobby area: field of vision: front north exit and lobby area.
- Main floor elevator lobby: field of vision: main floor elevator lobby, hallway area.
- Exercise room: field of vision: exercise equipment and kitchen area.
- Loading dock lobby: field of vision: loading dock and garbage room hallway area.
- Garbage room: field of vision: recycle bin, garbage bin, and garbage room area.
- Loading dock exterior door: field of vision: exterior loading dock area.
- Parkade level elevator lobby: field of vision: parkade elevator lobby area.
- East parkade lobby exit door: field of vision: exit area of east lobby door area.
- West parkade lobby exit door: field of vision: exit area of west lobby door area.
- Central parkade area: field of vision: central driveway of parkade area.
- Parkade visitor parking: field of vision: overhead door to resident parking area.
- Parkade visitor parking: field of vision: intercom and man door entry/exit.
- Parkade visitor parking: field of vision: north visitor parking stalls.
- Parkade visitor parking: field of vision: ramp O/H door and man door entrance/exit.

The monitoring equipment is located in a secure and locked room, and access to the system is limited to the 3111 Varsity Board of Directors and/or their designate in order to perform duties related to their job. The computer time and date stamp is considered to be the recording's identification. A record of an incident will only be stored for 30 days except where it may be required as part of a criminal, safety, security investigation, or for evidentiary purposes.

## Data Collection and Storage

1. **Data Collection:** Video footage is recorded continuously 24/7 however, as per the Alberta Protection Act, there is no camera footage showing live time activity on any monitor at any time. Video footage is strictly for future screening / evidence collecting should an incident occur.
2. **Storage:** This video recorder will retain recordings on the hard drive for a period of up to 30 days, at which point new recordings are made over the previous recordings.
3. **Access:** Access to the recorded footage is restricted to authorized personnel only, such as the building manager, security personnel, and members of the Board of Directors.

### **Use and Disclosure of Footage**

1. **Internal Use:** Video footage may be used internally for security monitoring, incident investigation, and property management purposes.
2. **External Disclosure:** Footage may be disclosed to law enforcement agencies, legal representatives, or other entities as required by law or for the investigation of criminal activities.

### **Resident Rights**

Residents have the following rights regarding video surveillance:

1. **Notification:** Residents will be informed about the presence of video surveillance through clear signage and this Privacy Policy.
2. **Access Requests:** Owners may request access to view footage that includes them, subject to privacy considerations and legal requirements. Requests should be made in writing to the Board of Directors.

The Board of Directors takes reasonable measures to ensure the security of the video surveillance system and the recorded data, including:

- Use of encrypted storage solutions.
- Regular maintenance and updates of the surveillance system.
- Access controls and audit logs to track access to recorded footage.

### **Logbook**

A logbook will be maintained to record all activities related to video devices and records. Activities include all information regarding the use, maintenance, and storage of records and all instances of access to and use of recorded material, including the name of the person accessing the system. All logbook entries will detail the individual's name, date, time, and activity. This logbook must remain in a safe and secure location with the video recording equipment. Only authorized personnel may remove the logbook from the secure location.

### **Viewing of Recorded Images**

When recorded images from cameras must be viewed for law enforcement or investigative reasons, this must only be undertaken by authorized personnel in a private controlled area.

### **Formal Access Requests**

With the exception of requests by law enforcement agencies, all formal requests from owners for video records shall be directed to the 3111 Varsity Board of Directors. Requests are subject to the requirements of FOIP, PIPA, and PIPEDA.

### **Custody and Disposal of Video Recordings/Records**

3111 Varsity will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Old storage devices must be disposed of in accordance with an applicable technology asset disposal process, ensuring personal information is erased prior to disposal and cannot be retrieved or reconstructed. Disposal methods may include shredding, burning, or erasing, depending on the type of storage device.

### **Unauthorized Access/Disclosure and/or Privacy Breach**

Any individual who becomes aware of any unauthorized disclosure of a video record in contravention of this Policy and/or a potential privacy breach has a responsibility to ensure that the 3111 Varsity Board of Directors is immediately informed of the breach. The following actions will be taken immediately:

1. Upon confirmation of the existence of a privacy breach, the 3111 Varsity Board of Directors or designate will notify the Office of the Information and Privacy Commissioner of Alberta (OIPC).
2. The 3111 Varsity Board of Directors and/or designate will work constructively with the OIPC to mitigate the extent of the privacy breach and to review the adequacy of privacy protection with the existing Policy.
3. The 3111 Varsity Board of Directors and/or designate where required will notify affected parties whose personal information was inappropriately disclosed.

### **Policy Review and Updates**

This Privacy Policy will be reviewed periodically and updated as necessary to reflect changes in legal requirements, technology, or the needs of the condo building. Residents will be notified of significant changes to the policy.

### **Inquiries Related to the Video Surveillance Policy**

All inquiries regarding the Video Surveillance Policy should be directed to:

3111 Varsity Board of Directors  
440-3111-34 Avenue NW  
Calgary, Alberta T2L 0Y2  
Email: [condo.varsity@gmail.com](mailto:condo.varsity@gmail.com)

### **References**

- Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), January 2004.
- Alberta's Freedom of Information and Protection of Privacy (FOIP) Act.
- Alberta's Freedom of Information and Protection of Privacy (FOIP) Guidelines for Overt Video Surveillance in the Private Sector, March 2008.
- Alberta's Freedom of Information and Protection of Privacy (FOIP) Guide to Using Surveillance Cameras in Public Areas, Revised June 2004.
- Alberta's Personal Information Protection Act (PIPA), S.A